

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 3, 1998

COUNTY FISCAL LETTER (CFL) NO. 97/98-55

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS
COUNTY PROBATION OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT (CWD) COUNTY EXPENSE CLAIM (CEC)
FOR THE APRIL - JUNE 1998 QUARTER: TIME STUDY INSTRUCTIONS

This letter provides time study instructions for the April through June 1998 quarter. The time study instructions or changes referenced in this letter result from revisions affecting Social Services, CalWORKs, Other Public Assistance, Child Care, and Nonwelfare, Program Code Descriptions (PCDs), and Support Staff Time Reporting Instructions (SSTRI). Information is provided on the following items:

<u>In Home Supportive Services (IHSS) - Supported Individual Providers (SIP)</u>	Page 2
<u>Child Care and Development Program</u>	Pages 2 & 3
<u>California Work Opportunity and Responsibility for Kids (CalWORKs) Employment Readiness Demonstration Project (ERDP)</u>	Page 3
<u>Cal-Learn Administration</u>	Page 3
<u>State Only Child Care</u>	Pages 3
<u>Generic Caseworkers</u>	Page 4
<u>SSTRI</u>	Page 4
<u>PCD Reproduction Orders</u>	Pages 4 & 5

The PCDs and SSTRI for use during the June 1998 quarter are as follows.

Social Services	06/98
CalWORKs	06/98
Child Care	06/98
Nonwelfare	06/98
EDP	03/98
Staff Development	03/98
SSTRI	06/98

Time study forms for use during the June 1998 quarter are as follows.

Time Study, DFA 10	03/98
Support Staff Time Report, DFA 7	03/98

I. Social Services Function

A. IHSS-SIP

For those counties that receive a SIP allocation, effective in the June 1998 quarter, activities have been added to the Social Services PCDs under time study Code 1032, IHSS SIP - Personal Care Services Program (PCSP). In addition to assisting recipients in selecting an individual provider(s), teaching the recipient in supervising their individual provider(s), and transporting/accompaniment of the recipient to services related to their personal care, county workers completing the following activities (see Attachment A for more details) may now time study to Code 1032:

Coordinating the outreach and recruitment of potential individual providers; establishing and maintaining a list of potential providers that recipients can choose from; and conducting orientation for recipients and individual providers on the IHSS program.

Counties may also choose to contract some or all of the above activities. If a county chooses to contract out IHSS-SIP PCSP activities, those costs should be claimed to Program Identifier Number 103231, IHSS-SIP PCSP Contracted Services on the CEC. If there are questions regarding any of the above information, counties may refer to Enclosure A, which is a more detailed description of the allowable activities prepared by the Adult Programs Branch (APB), or call Alicia Jackson of the APB at (916) 229-4005.

B. Child Care and Development Program

At CWDs' request to consolidate all child care related time study codes in the Child Care Function, Code 1600, Child Care and Development Program, is being moved from the Social Services Function to the Child Care Function. The affected PCDs have been revised for the June 1998 quarter.

II. CalWORKs Function

A. ERDP

All County Information Notice (ACIN) I-68-97, dated October 4, 1997, provided counties with information regarding implementation of ERDP. The ERDP is a three-year demonstration project, authorized under CalWORKs (AB 1542, Chapter 270, Statutes of 1997), to assist CalWORKs recipients with multiple barriers to secure and maintain entry-level jobs through unsubsidized employment. The goals are to discourage long-term welfare dependency through a work component characterized by intensive and close supervision/encouragement, a supportive peer environment, individual counseling, and specialized support services necessary to obtain unsubsidized employment.

Code 6351, ERDP, has been established to capture time associated with the ERDP. For ERDP counties providing services through a contractor (Humboldt, Monterey, Orange, San Diego, Santa Cruz, Sonoma, and Ventura), activities include the following: identifying potential participants through statistical matches, screening participants for at-risk status, and contract management.

For direct service delivery by Fresno County, Code 6351 is to be used for reporting the following activities: identifying potential participants through statistical matches, screening participants for at-risk status, conducting needs assessments, job search and placement assistance, and case management.

B. Cal-Learn Administration

The title for Code 6301 has been changed from Cal-Learn Administration to Cal-Learn Eligibility. The CalWORKs PCD has been revised accordingly for the June 1998 quarter.

III. Child Care Function

A. Child Care and Development Program

At CWDs' request to consolidate all child care related time study codes in the Child Care Function, Code 1600, Child Care and Development Program, is being moved from the Social Services Function to the Child Care Function. The affected PCDs have been revised for the June 1998 quarter.

B. State Only Child Care

The title for Code 9031 has been changed from "State Only" to Nonfederal Child Care. The June 1998 quarter PCD has been revised accordingly.

IV. Generic Function

Caseworkers

Effective with the March 1998 quarter claim letter, CWDs were informed that costs of caseworkers performing administrative activities could be claimed as a generic cost to the newly opened Casework Generic Function lines (CFL No. 97/98-52, dated March 25, 1998). The March 1998 PCDs, however, indicated that these activities were to be recorded as nonallocable.

Effective with the June 1998 quarter, the Social Services, CalWORKs, Other Public Assistance, Child Care, and Nonwelfare Function PCDs have been revised. Caseworkers performing general administrative activities that essentially provide department-wide benefit, such as writing a manual on casework procedures, will now record those activities, whether on a full-time or part-time basis, to generic on the DFA 10, Time Study.

In addition, caseworkers will now also record time spent in training or in conferences/staff meetings to generic when the subject has a department-wide benefit or cannot be identified to a specific program. Program-related activities of this nature will be recorded to the related program.

Please note that under no circumstances should a caseworker time study to generic when performing case management activities. Case management activities should continue to be identified to the associated program.

The Fiscal Policy Bureau is currently developing a separate CFL to provide additional claiming instructions for the March 1998 quarter. Instructions specifically will include the revised methodology for distribution of casework costs direct to the program level, and casework costs claimed under the new generic function.

V. SSTRI

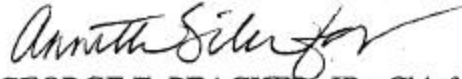
As indicated in CFL No. 97/98-52, the SSTRI has been revised to reflect restoration of the alphanumeric system for time study purposes. In addition, the support staff salary pools have been re-titled as follows: General Administrative Support, Program Administrative Support, and Clerical Support.

VI. General

As a reminder, all counties were requested in a letter, dated February 17, 1998, to complete an order form (Enclosure B) identifying the number of PCDs, by category, that will be needed each quarter. The previous standing reproduction order is obsolete due to major changes resulting from implementation of CalWORKs.

For counties who have not already done so, please fax the completed form to the Fiscal Policy Bureau at (916) 657-3431 as soon as possible. In the meantime, counties that have not submitted the requested information will be provided with 25 copies of each PCD until otherwise notified.

If you have any questions regarding the content of this letter, please contact the Fiscal Policy Bureau at (916) 657-3440.



GEORGE E. PEACHER, JR., Chief
Fiscal Systems and Accounting Branch

Enclosures

c: CWDA

**COUNTY SUPPORT
INDIVIDUAL PROVIDER ACTIVITIES**

The purpose of the Supported Individual Provider (SIP) activities within any county is to provide a centralized and coordinated resource pool of screened Individual Providers (IPs) to In-Home Supportive Services (IHSS) clients. It is specifically aimed at assisting IHSS clients in recruiting, screening and selecting IPs with SIP assistance, i.e., assisting IHSS recipients in their efforts to find, screen, and hire a provider.

1. During the initial intake process, the recipient(s) receives basic assistance in employer/employee relationship.
2. Teach recipients the basic skills for hiring and supervising their IPs to assure the recipient(s) needs are being met.
3. Coordinate the outreach and recruitment of potential IPs for IHSS recipients. This includes but is not limited to: newspaper advertisements; contacting local organizations; and placing posters in public places such as County Social Services Departments, low income housing units, Employment Development Department Offices, Social Security Offices, grocery stores, libraries, and mobile home parks.
4. Establish and maintain a list of potential providers for recipients to hire which should:
 - a. Contain information as specific as name, address, sex, social security number, references, work limitations, tasks willing to perform, and area of the county the IP is willing to work in.
 - b. Be updated as feedback is received from county staff regarding availability and acceptability of providers.
5. Conduct an orientation for recipients and IPs on the IHSS Program. This may include determination of identity and assuring the IP has the skills necessary to deliver services identified by the IHSS Program.